



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**ASSOCIATE FISCAL/ADMINISTRATIVE OFFICER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list and lateral transfers who are DDS employees

**Location:** 460 Capitol Ave., Hartford

**Job Posting No:** 16424

**Hours:** 40 hours/week – Monday - Friday (1<sup>st</sup> shift)

**Salary:** \$71,988 – \$92,585 (AR-26)

**Closing Date:** February 18, 2014

**Examples of Duties:**

Will be responsible for supervising professional fiscal staff in purchasing related to POS contracts and purchasing and accounts payable related to Autism Services. Supervision will include training in fiscal areas, prioritization, assignment and supervision of work. Will review employees' work and performance evaluations. Will act as a voucher or PO approver in CORE-CT and will be able to access financial information from reports and develop and use CORE-CT EPM queries to support agency budget and reporting activities. Will act as CORE security liaison interfacing with comptroller on CORE security issues. Will assist the Budget Director in the budget preparation process including taking developing budget options. Will supervise the development of internal funding allocations. Will perform general ledger adjustments. Will complete or supervise staff in the completion of the monthly Comprehensive Financial Status Report for specified SIDs including analyzing expenditures and projecting expenditures. Will supervise the completion of end of year financial reconciliations for the contracts and utilization and post payment audits. Will work with DDS Operations Center staff and private providers on complex issues relating to the financial aspects of the contracts including end of year fiscal reporting requirements. Will develop and revise office procedures and prioritize workflow taking into account, fiscal year, and contract requirements. Will act as fiscal reviewer in OPM's request application for all RFP and Residential and Day contract requests for fiscal and technical accuracy before their submission to OPM. Acts as administrator of EDP application for managing service authorization and payment. Will perform related duties as required.

**General Experience:** Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Requirements:** One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

**Preferred Skills & Experience:**

- Experience with POS contracts.
- Experience with CORE-CT including contract management, purchase orders, vouchers, vendor payments and developing reports.
- Experience with self-directed individual budgets and payments made through a fiscal intermediary.
- Experience working with Access and Excel Spreadsheet including developing formulas and report writing.
- Experience with analyzing private provider End of Fiscal Year Cost Reporting documents and financial statements.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Right Fax: 860-920-3045**

Application materials can be emailed, faxed, or mailed.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.